



HOW TO...

Embed fonts

Making sure that your documents look exactly the same on other people's PCs is easy if you have embedded the fonts. Sheona Gillespie tells you everything you need to know

How do you make sure that a document you've spent ages beautifully crafting looks just as good on someone else's computer? It's even more difficult if you're unsure whether they have the same fonts that you've used in the document installed on their PC.

There is a way around this in Word 2003, and that is to embed the fonts used in a document within the file itself. Then it doesn't matter what wild and whacky typeface you've chosen. This will also work in earlier versions of Word back to Office 97, although some menu names have changed.

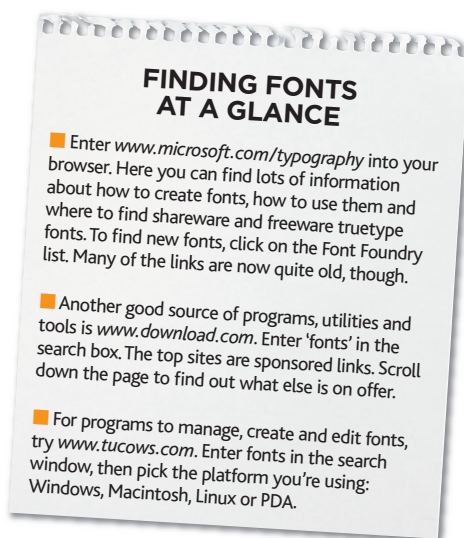
There is a caveat to this. Embedding a font will make the file size of your document considerably larger. Keep this in mind if you send it via email and the intended recipient only has a dial-up internet connection, or a slower, older PC.

This is a great exercise to try, as it will teach you the basics about using macros, as well as demonstrating some of the advanced features available in Word, such as templates.

1 If this is just a one-off – you have only one document you want to embed fonts in – there's a simple way of doing it. Make sure your document is open, then go to the Tools menu and select Options. In the dialog box that appears, click on the Save tab to bring it to the front. Make sure the various Embed options you want are selected by clicking in the box next to each to tick it. You don't want the fonts embedded that are commonly included with Word, and the program knows this. By default, it will have selected Do not embed common system fonts. Do not untick this box. Click OK.

2 This isn't as convenient if you use an unusual font in a lot of documents. In this case you can make the change permanent, taking advantage of the fact that all new documents opened using the New command are based on the Normal template (Normal.dot). Go to the File menu and select Open. In the dialog box that appears, click on the My Computer icon on the left-hand side. In the list that appears in the pane on the right-hand side, double-click on the icon for your hard disk. Next, double-click on the Documents and Settings folder, then on the folder with your username, the Application Data folder, the Microsoft folder and finally on the Templates folder. Select Normal.dot from the list and either double-click it or click on the Open button.

3 Remember that any changes you make to this template will affect all documents you open in the future. It will not change any documents already created. If you want to



make this a permanent feature of this template, follow the instructions in Step 1 and save the file before closing it. However, this is a rather drastic measure. You might want to create a separate template containing the basic characteristics of the document that would normally use this font. To do this, close Normal.dot.

4 The easiest way to create a new template is to use a document that already includes most of the elements you want. Edit those parts you won't want to use in the future, and make sure you select the embedding options from the Options dialog box. Then click on Save As from the File menu. In the Save As dialog box that opens, click inside the Save as type box at the bottom of the window. From the menu that drops down, select Document Template. This will give your file the .DOT extension. Enter something suitable in the File Name box. In our example we've called our template Embedded Fonts. In future you can edit the template using the method outlined in Steps 2 and 3.

5 A template makes sense as a solution only when there is a basic layout common to all the documents that use the font. But what if there aren't any elements that are the same? It hardly seems worth creating a template just for a change to the Options dialog box. An easier option is to create a macro that you can run in any document at any time. From the Tools menu, select Macro, then Macros.

6 In the dialog box that appears, enter a suitable name – we've called ours EmbedTrueType. You cannot use spaces

here, so either do without or use a symbol such as the underscore (_) to break up words. Click the Create button.

7 The Microsoft Visual Basic window will have opened. The file name is Normal, because the template the document is based on is Normal.dot. Delete anything already written within the macro window, and enter:

```
Sub EmbedTrueType()  
With ActiveDocument  
.EmbedTrueTypeFonts = True  
.SaveSubsetFonts = False  
.DoNotEmbedSystemFonts = True  
End With  
End Sub
```

These set all three of the options available for font embedding. If you remember the Options dialog box, the second two are available only if the first one is selected. Make sure that is set to True, or it renders the macro ineffective. To change either of the other two, alter the True or False endings.

8 To check that the macro is entered correctly and will work, go to the Run menu and select Run Sub/User Form.

9 To use this macro in any document, go to the Tools menu, select Macro then Macros. Highlight the macro name then click Run. This is a bit long winded, and it would be easier to assign a keyboard short cut to the macro.

10 From the Tools menu, select Customize. In the Customize dialog box, click on the Keyboard button. In the list under Categories, scroll down until you find Macros. Click on it, and a list of macros will appear in the right-hand pane. Select your one and click inside the box under 'Press new shortcut key'.

There are restrictions on the key combinations you can use. It must include either Ctrl or Alt keys, and you can use both. Word has also already assigned a lot of key combinations to other short cuts. For example, Ctrl-S saves an open document. If you choose a key combination that is already in use, you will override the existing short cut.

Press the keys you want to use – in our example we've used Ctrl, Alt, E then F. Whether or not the keys are already assigned will be shown beneath the box. If they have been assigned, it will show what they are used for and you can decide if you want to override this or not.

When you've finished, click Assign. Now all you have to do in any document you're working on is



press that key combination and Word will automatically change the Embed options for you.

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What if you want to broaden out the macro a little? The easiest way to learn about Word's Visual Basic macro language is to use the Macro Recorder, and then take a look at the code. For example, what if you want your macro to orientate the page layout to Landscape? First, practise the steps you'd take to do this. Go to the File menu, select Page Layout and click on the Landscape option. Go back and reset it to Portrait. Then go to the Tools menu, select Macro, Record

New Macro. Give it a name and click OK. It is now recording your every move. Go through the process and, when you've finished, click on the Stop Recording button on the toolbar that appeared, or select Stop Recording from the Tools, Macro menu.

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Go back to the Tools menu, then select Macro, Macros. Highlight your macro in the dialog box that appears and click on Edit. You should now be able to see the relevant

DID YOU KNOW?

You can use the method outlined in Step 10 to assign a keyboard short cut to any command, font, AutoText entry or style in Microsoft Word.

code in the Visual Basic window that appears. It is quite long because it contains all the information in the Page Setup box. The line that is relevant to us is:

```
.Orientation = wdOrientLandscape
```

You can use the same method to find the code for indenting paragraphs or changing fonts or any other function in Word. **ES**

